

INCORPORATED VILLAGE OF LAKE GROVE

CONSTRUCTION PLANS SUBMITTAL PROCEDURE

Please review and familiarize yourself with all requirements listed in this document prior to your submittal. Your compliance with these requirements will enable us complete the review process faster and more efficiently with less rejections due to improper submittals.

THIS DOCUMENT IS IN EFFECT AS OF 1/1/2007

New York State Fire Code

§SF105.1 Permits

A city, town, village or county that is responsible for administration and enforcement of this code shall determine local permit requirements in accordance with the applicable provisions of local law.

New York State Fire Code

§SF106.1 Construction Documents

Submittal documents. A city, town, village or county that is responsible for administration and enforcement of this code shall determine the submittal and review of appropriate documents in accordance with the applicable provisions of local law.

Code of the Village of Lake Grove

§89-13 Construction or alteration approval.

No building or structure, except one-family dwellings, shall be erected or altered until a permit has been applied for, and the plans have been approved in writing by the Fire Marshal. Such written approval shall not be given where said construct or alteration would be in violation of any of the provisions of this Chapter.

Plans shall be provided when:

- Required by law or ordinance
- All new commercial construction projects.
- All renovation projects to commercial structures regardless of the size.

WORKING WITHOUT APPROVED PLANS AND A PERMIT IS A CRIME

SECTION 1

All construction plan submittals **MUST** include the following or they will be rejected:

1. All construction plan submittals shall conform to Chapter 89 of the Code of the Incorporated Village of Lake Grove, the New York State Building Code, Fire Code, Plumbing Code, Energy Code, the National Electrical Code, and any/all other rules, regulations or ordinances whether or not they are specified herein.
2. Plans shall be submitted by a company licensed by the State of New York as Per General Business Law Article 6D. Proof of a valid license is to be submitted with the application.
3. The intended location and use of the structure involved shall be indicated.
4. Business name, numerical street address and nearest intersection of building shall be indicated.
5. Compass point showing building layout shall be drawn.
6. A complete and accurate Site Plan containing all the information stipulated on the Site Plan submittal guide including site landscaping.
7. A drainage plan or drainage report.
8. Size, span and spacing of all structural members with engineered truss diagram if trusses are used, include type and grade of lumber.
9. Exterior building elevations.
10. Use of building, occupancy classification, and use, location and dimensions of all rooms.
11. Size, location, type and fire-rating of all doors and windows. (Door and window schedules).
12. Size and location of all stairways including rise and run of steps, handrail details, and headroom clearance.
13. Indicate size, location and method of reinforcement for all proposed footings, column pads, piers, caissons, grade beams, and foundation walls. Specify location of anchor bolts.

14. Complete electrical plans showing the location and capacity of the main service equipment and all distribution panels, the location of all electrical receptacles, switches, lighting fixtures, exit lights, etc., and all computed loads and ground-fault calculations.
15. Complete plumbing plans sufficient to show the size and location of all plumbing fixtures, appliances, piping, tubing, venting, grease and sand traps, etc. Indicate whether appliances are gas operated, electric or otherwise. List types of material to be used for all water supply, drainage and vent piping.
16. Complete mechanical plans sufficient to show the size and location of all heating, ventilating and air conditioning equipment. Indicate locations of all fire dampers, duct smoke detectors and other specialized equipment.
17. Size, type and flame spread rating of all insulating materials.
18. Location and type construction of all fire-rated interior and exterior walls. (U/L, G.A. assembly listings should be provided for clarification.
19. Sectional details of all floor/ceiling and wall assemblies.
20. Steel fabrication drawings if structural steel framing is used.
21. Room finish schedule.
22. Direct roof access locations (scuttles, stairways etc).
23. Plan, with dimensions, of the proposed layout for off-street parking of vehicles and location of all traffic regulatory signs and pavement markings.
24. A plan showing any barricade, detour, or construction signage which will be necessary during site construction activities and information regarding proposed delivery routes for construction materials and proposed right-of-way parking areas for construction vehicles.
25. 2 sets of stamped plans. All plans shall be stamped by a licensed Professional Engineer or a Registered Architect as required by the New York State Department of Education Law.

26. If, due to the scope of the work proposed, the plans are not required to be stamped, the plans shall be drawn utilizing accepted engineering practices and procedures. All line work and lettering shall be clear and legible.
27. Application is to be completed in its entirety. *If there are any blanks, the application will be rejected.* Application is available on the village website (www.lakegroveNY.gov).
28. Electronic copy of plans and cut-sheets submitted in PDF format with the application.
29. Fee of \$250.00. Note that \$150.00 of this is for the plans review and \$100.00 is for the final inspection. If either of these fails, you are required to repay the related portion of the fee. All checks are to be made out to the Incorporated Village of Lake Grove.
30. Submittals must include the appropriate prepaid mailer so we can return the plans to you. If you do not submit a container large enough to allow us to return the plans you will have to pick them up. The Incorporated Village of Lake Grove will not pay the postage or shipping for plans.
31. Fire alarm, Sprinkler, fixed suppression, fire-stopping, LP gas; hood and duct systems all require separate submissions and are not to be included with your construction plans.
32. For all plan revisions, the revision number, date and revision description shall be noted on the plans. All revisions will be called out and readily visible. No hand drawn additions to the plans will be accepted.
33. Plans shall be drawn to an established scale. Care is to be taken to insure that plans are reproduced on a 1:1 scale so as to avoid any distortions or variations. NO plans will be accepted with a scale less than 1/8" = 1"0".
34. All plans shall have an area of at least eighty (80) square inches available for approval stamps. This area shall be a clearly defined quadrangle with no side less than six inches in length.
35. Where details are required to be shown, they shall be shown as a drawing detail and not as a note indicating compliance. Riser diagrams shall be shown on a separate sheet.

36. A legend explaining the symbols being used to identify devices and components on plans. NOTE: This legend is to be on each page of the plans including the riser diagram.
37. Project manager's name, address, 24 hour telephone number fax number and email address if available.
38. A Knox box is required on all commercial establishments in the Incorporated Village of Lake Grove.

REMINDER: ANY PLANS FOUND TO BE SUBMITTED WITHOUT THE ABOVE LISTED ITEMS 1-38 WILL BE REJECTED.

SECTION 2

Additional requirements:

- ☐ One copy of the plans submitted as well as the electronic copy shall be retained on file by the Incorporated Village of Lake Grove Fire Marshals Office.

The 2nd copy will be retained by the contractor. NOTE: You must keep a copy of the Fire Marshal Review letter and comments on site at all times. You are to keep this information with the approved plans returned to you by the Building Department.
- ☐ If the proposed work is not started within 12 months of the plan approval, then the approval is revoked. At that point new plans and fees must be submitted.
- ☐ Any request to discuss plans or submittals shall be made to this office in advance. The Fire Marshal responsible for reviewing the plans shall be contacted and a meeting date/time will be set. Plans will not be reviewed immediately upon receipt at the Village of Lake Grove and although plans will be reviewed as quickly as possible, a period of 15-20 working days should be expected for a review.
- ☐ Emergency lighting is to be installed in all bathrooms.
- ☐ A retro-reflective sign indicating the name of the establishment in letters at least 4 inches high is to be attached to the exterior side of all exit doors.
- ☐ All interior doors are to be equipped with self-closing hardware.

- ☐ All exit and exit aisle/corridor doors are to be equipped with panic hardware. No other latching devices of any kind will be permitted.
- ☐ The floor and wall areas extending three (3) feet out in all directions from the electrical and fire alarm panels will be permanently marked in red/yellow and have the words "NO STORAGE" permanently imprinted using at least 6 inch lettering.
- ☐ All shelving in stock areas will be installed in a manner that will prohibit storage within 18" of sprinkler heads and fire alarm equipment and 36 inches from light fixtures.
- ☐ The contractors request for final inspection and approval must be made in writing and include all necessary paperwork (see requirements listed below) submitted to the Fire Marshals Office prior to said inspection.
 1. Fire alarm system if required is to be completed and ready to be tested.
 2. Fire-stopping inspection if required is to have been completed satisfactorily.
 3. Sprinkler system if required is to be completed and ready to be tested.
 4. Hood and Duct systems if required shall be completed and ready for inspection
 5. Fixed suppression systems if required shall be completed and ready to be tested.
 6. Knox Box is to have been installed and all keys should be available for placement.
 7. All Fire Zones are to be striped and signs installed as required.
 8. All required operating, assembly or other permits are to have been applied for.

SECTION 3

INVESTIGATION & PENALTY FEES

Any work done without approved plans and/or a proper permit is subject to the amount of the original permit fee plus an investigation fee and a penalty fee. The minimum charge for the investigation fee is 100% of the original permit fee. The minimum charge for the penalty fee is 100% of the original permit fee.

If work is found to have commenced without approved plans and/or a proper permit, this office reserves the right to shut down any/all portions of the entire project deemed necessary to inspect, investigate and confirm that work has been done. If any portion of the work performed is not clearly visible or readily accessible, you will be ordered to demolish, disassemble or remove any and all obstructions regardless of the cost incurred. Failure to comply will result in the suspension/revocation of any Building or other permits related to the site.

As working without approved plans and/or a proper permit is a crime under New York State Law, in addition to any/all fines, this office can and will take whatever legal means we deem appropriate against you including the issuance of summons and or arrest.

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For further information call 516-807-6412 during regular business hours which are Monday-Friday 8:00AM to 5:00PM

You have two options for plan submittal:

US Postal Service:

Incorporated Village of Lake Grove
Office of the Fire Marshal
Post Office Box 708
Lake Grove, NY 11755

In Person or via Fed-Ex, UPS etc:

Incorporated Village of Lake Grove
Office of the Fire Marshal
980 Hawkins Avenue
Lake Grove, NY 11755